

**REPORT ON WARTIME PREPARATION BY OFFICE OF PERSONNEL  
FOR TWELVE MONTHS ENDING 30 JUNE 1957**

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**ATTACHMENT A - SUMMARY OF APPROVED REQUIREMENTS**

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1. Personnel Planning in Support of Operational Planning

The situation described in the previous report of 6 July 1956 still persists, namely, the necessity for developing emergency manpower requirements on broad planning assumptions which to date are not supported by detailed operational plans. The personnel appendix to Annex E - Support to the CIA Global War Plan was extensively revised at the request of the Planning and Program Coordination Staff, DD/P. It is believed that future changes will be of a minor nature. In the proposed Pacific theater, the basic techniques and formats as developed by this office are being used in the development of personnel requirements for country command and base T/O's. In the proposed European theater, acceptance of this approach was not secured although effort to obtain acceptance is continuing. Other activities included participation by the Office of Personnel in the annual War Planner's Conference of the DD/P both by formal presentation, and by individual conferences with the visiting planning officers.

2. Department of Defense Relationships on Military Manpower Planning  
for Mobilization

a. The report of the CIA/Defense Ad Hoc Committee forms the charter for this effort and has been previously described. A final position on requirements was not obtained until January 1957 in the form of a letter from the Office of the Secretary of Defense approving the Agency's request for some [ ] mobilization spaces, the figure actually requested by CIA. In approving these requirements the following comments were made, "The Office of the Secretary of Defense has agreed to tentative use for planning purposes of CIA requirements as transmitted by your 24 May memorandum. While these mobilization figures will allow future CIA and service detailed planning, it is anticipated that they will remain under continuing scrutiny in order that downward adjustments can be made when feasible."

b. The OSD directive to the service secretaries was broad enough and general enough to permit latitude to the military departments to take their own positions thereon. The Department of the Army position was one of acceptance without comment, since there are no administrative arrangements at present to permit mobilization assignment of enlisted personnel, this portion of the requirements was deleted. Department of the Navy position was that of questioning the size of the build up. Accordingly, it was necessary to reveal most of the details of proposed Agency organization and functions before approval was received. The Navy also deleted some enlisted support types which they said would be furnished by the appropriate Base Commander if required. The Air Force position was sympathetic, but requirements were reduced to two categories,

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namely, those requiring mobilization training spaces for Air Force reservists already on board and augmentation requirements for Air Force personnel not presently connected with the Agency in any fashion. A recapitulation of requirements and service approvals is contained in Attachment A.

c. As to mobilization assignment of reservist employees, the Department of the Navy maintains a mobilization control list centrally in the Bureau of Naval Personnel on the basis of current exchange of information with the Agency. Reservists' jackets in the Naval districts are flagged so that requests for active duty for training or recall must be referred to BuPers before action is taken. Similar arrangements with the other two services are under study but have not been completed due to their different and decentralized methods of military personnel administration.

3. Developments in the Civilian Reserve

a. The program for civilian specialist reserve was considerably clarified during the year both as to numbers and general method of approach to the problem. On the advice of the Career Council, a Project Outline covering this effort was forwarded to the Project Review Committee with every likelihood of approval as the year closes. In summary, the program calls for procurement effort to obtain approximately 50 specialists in fields such as communications, psychology, and linguists the first year, with the program goal of 250, eventually.

b. Liaison was continued with the Office of Defense Mobilization on CIA participation in the National Defense Executive Reserve. The decision was reached to participate in the Government-wide program but on a token basis only. Agency interest in this program is not great and as the year closed only the DD/I had nominated candidates who were selected from rosters of former employees and consultants. There are at present 24 prospects who will be approached by this office, after clearances and concurrences are secured from higher authority.

4. Headquarters Emergency Relocation Planning

The Office of Personnel participated with a force of 13 people in Operation Alert 1956 which served as a test for the vital materials program and also indicated the magnitude of personnel problems likely to be encountered in such an emergency. In the report furnished by this office subsequent to Operation Alert, it was pointed out that the task of reforming the Agency into an organized force after disaster struck would require a larger and better balanced cadre force at the relocation site. The emergency personnel records at the site proved

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satisfactory with two difficulties noted. In one case, a specific request was originated and approved for higher capacity machine accounting equipment at the site in order that maximum utilization of punch card data could be secured. In the other, a lack of descriptive information on physical character in the emergency records was noted which to date has not been resolved.

5. Objectives

Future programs require maintenance of military personnel requirements on an annual basis, allocation of approved spaces to CIA components, mobilization slotting of employee reservists against requirements, and guidance of reserve training programs to meet requirements. As has been pointed out in the transmittal letter, the program now moves into a phase whereby procurement of personnel is involved. This is both a military and a civilian effort. In the case of the former, the attempt will be made through service channels to secure non-employee reservists for augmentation needs. While the military departments are receptive to this activity, the Air Force has raised the question of the Agency's furnishing two weeks active duty annually for such personnel. With respect to the civilian specialists and the Executive Reserve, direct procurement will be undertaken on the scale indicated.

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